

**Certification Review Board**  
**Project Management Career Development Program**

**Charter**

**Purpose:**

The Certification Review Board (CRB) is established for the purpose of certifying DOE Federal Project Directors. The CRB will review the qualifications of applicant Federal Project Directors and supporting documentation submitted on their behalf by their respective Field Office/Element Managers. Process and procedures used shall reflect the applicable certification requirements in the Project Management Career Development Program (PMCDP) Module, DOE O 361.1, Att. 4 and complemented by the competencies described in the PMCDP *Certification and Equivalency Guidelines* and the associated *Implementation Guide*.

**Chair:**

The Co-Chairs of the CRB are the Director, Office of Engineering and Construction Management (OECM), U.S. Department of Energy, and the Associate Administrator for Infrastructure and Security, National Nuclear Security Agency (NNSA). The Co-Chairs shall identify the goals and objectives of the CRB and approve all certifications for Level 1 through Level 4 applicants.

**Members:**

Membership of the CRB will consist of voting members and advisors:

**Voting Members:**

- OECM Director and NNSA Associate Administrator Co-Chairs
- One Senior representative from each of the three Lead Program Secretarial Offices (LPSO) with responsibility for Capital Asset Projects (NNSA, EM and SC)
- OECM Deputy Director for Project Management

**CRB Advisors:**

- A representative from Office of Procurement & Assistance Management
- Ad hoc representative(s) from other PSOs or site offices invited by Co-Chairs
- OECM PMCDP Program Manager will serve as Secretariat to the CRB

Co-Chairs may invite additional representatives from another PSO and/or site office who may be expressly knowledgeable of the candidate(s) under consideration. PSO representatives to the CRB may appoint an alternate with the approval of the Co-Chairs. Total membership, including Co-Chairs, shall be not less than six, nor more than nine.

### **Meetings:**

The CRB shall schedule meetings as appropriate to support the requirements established in DOE O 361.1, Att. 4. At a minimum, the CRB will convene on a semi-annual basis to consider applicant Federal Project Directors. The CRB may also convene at any time to further the process, procedures, and efficiency of the PMCDP. The Co-Chairs shall initiate and conduct the meetings of the CRB.

### **Function:**

Applicants to be considered will be nominated by their Program, with their documentation put before the CRB by their PSO Representative to the CRB.

The CRB will review the applications and documentation submitted on behalf of the applicants, based on the requirements contained in DOE O 361.1, Att 4 and its associated guidance. The CRB shall also conduct interviews for Level 3 and Level 4 applicants who are not incumbents in accordance with DOE O 361.1, Att. 4. The CRB shall affirm that the applicant's education, experience, training, and competencies are commensurate with the certification level requested. The Co-Chairs will give final approval to certifications based upon the recommendation of the CRB. The PSO Representatives will communicate the results of the CRB decision to their applicants. If the CRB determines that the applicant does not meet the requirements for certification, the PSO Representative shall send a written notice to the applicant Federal Project Director and their Field Office/Element Manager identifying what additional training, skills, or qualifying experience are needed to satisfy the competencies for the level of certification sought.

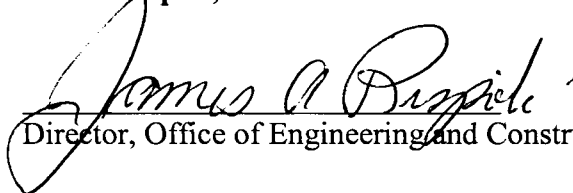
A quorum shall constitute a majority of voting CRB members. If any invited ad hoc representatives cannot participate, then they will be unable to contribute to CRB review recommendations that may impact applicants in their PSO and/or site. CRB applicant recommendations shall be by consensus. In the event consensus cannot be reached, the certification will not be approved and the applicant may be deferred. However, the CRB may approve an applicant to a lower level of certification if this is deemed appropriate.

This Charter may require amendment from time to time. As such the Secretary to the CRB will consider necessary or proposed changes and put them before the CRB for a majority vote.

NNSA personnel shall not be responsible to, or subject to the authority, direction or control of any DOE personnel other than the Secretary acting through the Administrator.

Agreed and Approved:

**James Rispoli, Co-Chair**



Date: 4-7-2004

Director, Office of Engineering and Construction Management, (OECM), U.S. DOE

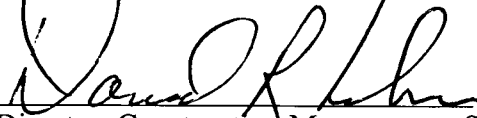
**Bruce B. Scott, Co-Chair**



Date: 4/7/04

Acting Associate Administrator for Infrastructure and Security,  
National Nuclear Security Agency (NNSA)

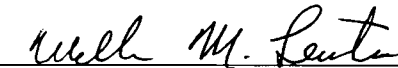
**Daniel R. Lehman, Office of Science Senior Representative**



Date: 4/14/04

Director, Construction Management Support Division

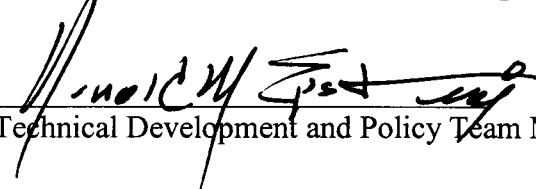
**William M. Levitan, Environmental Management Senior Representative**



Date: 4/12/04

Acting Director, Office for Project Planning and Controls

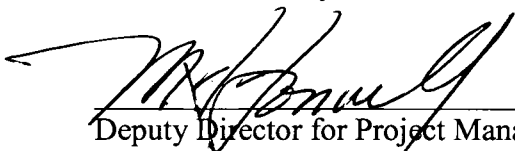
**Arnold M. Epstein, NNSA Senior Representative**



Date: 4/9/04

Technical Development and Policy Team Member

**Michael Donnelly, OECM Senior Representative**



Date: 4/12/04

Deputy Director for Project Management